



Office of the Comptroller

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Ref: Pay Admin

To: All Payroll Personnel

From: W. Martin Morics, Comptroller *WMM*

Re: 2011 Various Payroll Schedules and Information

We wish to remind you that pay period 26, 2010 is the last pay period to correct account code errors on CityTime Adjustments for 2010. After that date, all payroll accounting corrections must be made on an Interdepartmental Requisition Invoice. **DO NOT MAKE ACCOUNT CODE CORRECTIONS FOR 2010 ON CITYTIME ADJUSTMENTS FOR PAY PERIOD 1, 2011.** The only valid adjustments for pay period 1, 2011 are those used to correct prior year injury pay (any dates prior to December 12, 2010) using Earn Codes 769 and 869, pay adjustments, and Auto Allowance. All leave balance corrections for 2010 must be made on CityTime Adjustment TOA beginning pay period 2, 2011.

The 2010 W-2 payroll processing year ended with pay period 25. Injury pay adjustments made on pay period 26, 2010 forms are to be coded prior year adjustments using those codes, do not use current year injury codes for those transactions. Injury pay adjustments for occurrences in pay period 25, 2010 corrected in pay period 26, 2010 are prior year activity; use Earn Code 869. If you are unsure of which codes to use, please call Pay Admin staff before processing those adjustments.

Also included are various 2011 payroll schedules or links to the tables as of the date of writing as listed below. Please make copies and distribute them to those employees in your department who are responsible for those areas. If you need any extra copies please use these as your master.

1. 2011 W-4 – to be sent when updated by IRS
2. 2011 WT-4 – <http://www.revenue.wi.gov/forms/with/w-204f.pdf>
3. Federal Tax Tables - to be sent when updated by IRS
4. State Tax Tables – <http://www.revenue.wi.gov/pubs/pb166.pdf> (pp 24-29)
6. 2011 Payroll Information and Schedule

If you have questions, please call Payroll Administration prior to processing that unique transaction. Thank you for your support.

WMM:SP
Ye/2011 pr sched

2011 PAYROLL ADMINISTRATION INFORMATION AND SCHEDULE

1. The 2011 W-2's cover wages and other compensation earned and withholdings required covering Pay Period 26, 2010 (December 12 – 25) through Pay Period 25, 2011 (November 27 - December 10).
2. Withholding Tax deductions are based upon formulas issued by the respective Revenue Departments.
3. Social Security deductions are made at 6.2% of gross earnings until the earnings limit of \$106,800 and deductions \$6,621.60 are reached. Medicare deductions are made at 1.45% of all gross earnings, unlimited. Public employees hired 4/1/86 or later, not covered by Social Security, must have Medicare deductions.
4. Long Term Disability deductions taken biweekly, where necessary, are calculated on straight time earnings.
5. The following deductions are taken each pay period: Combined Giving, Credit Unions, Deferred Compensation, Flexible Spending Accounts, Garnishments, Judgments, Levies, Political Contributions, United Performing Arts Fund/Visions and Police Officer Defense Fund per fixed agreements.
6. Group Life Insurance deductions are taken on the second check of the month, two months prior to coverage. Coverage in excess of the free amount, as specified by union agreement, will be charged at the rate of \$.21 per thousand, per month.
7. Health and Dental Insurance deductions are taken on the second check of the month prior to coverage. Cash payments are due by the 1st of the month of coverage.
8. The following deductions are taken on the first check of each month: Commuter Value Pass Program, Police Relief Association and Met Life – Life Insurance (MPA only).

PAY PERIOD			CHECK/EFT PAYMENT DATE	EFT TRANSFER DATE (MONDAY)	PAYROLL DEDUCTIONS			OTHER/PAY
NO.	CODE	ENDING DATE			HEALTH/ DENTAL	GROUP LIFE	OTHER/ADJ	
26, 2010	Z	12/25/2010	01/06/2011	01/04/2011				
1, 2011	A	01/08/2011	01/20/2011	01/18/2011	FEBRUARY	MARCH	LONGEVITY \$1 (MPA)	
2	B	01/22/2011	02/03/2011	01/31/2011				
3	C	02/05/2011	02/17/2011	02/14/2011	MARCH	APRIL		
4	D	02/19/2011	03/03/2011	02/28/2011				
5	E	03/05/2011	03/17/2011	03/14/2011	APRIL	MAY		
6	F	03/19/2011	03/31/2011	03/28/2011				
7	G	04/02/2011	04/14/2011	04/11/2011				
8	H	04/16/2011	04/28/2011	04/25/2011	MAY	JUNE		
9	I	04/30/2011	05/12/2011	05/09/2011				
10	J	05/14/2011	05/26/2011	05/23/2011	JUNE	JULY	FIRE RELIEF	
11	K	05/28/2011	06/09/2011	06/06/2011				
12	L	06/11/2011	06/23/2011	06/20/2011	JULY	AUGUST		
13	M	06/25/2011	07/07/2011	07/05/2011			\$1 PENSION (POLICE)	
14	N	07/09/2011	07/21/2011	07/18/2011	AUGUST	SEPTEMBER		
15	O	07/23/2011	08/04/2011	08/01/2011				
16	P	08/06/2011	08/18/2011	08/15/2011	SEPTEMBER	OCTOBER		
17	Q	08/20/2011	09/01/2011	08/29/2011				
18	R	09/03/2011	09/15/2011	09/12/2011	OCTOBER	NOVEMBER		
19	S	09/17/2011	09/29/2011	09/26/2011				
20	T	10/01/2011	10/13/2011	10/11/2011				
21	U	10/15/2011	10/27/2011	10/24/2011	NOVEMBER	DECEMBER		
22	V	10/29/2011	11/10/2011	11/07/2011				
23	W	11/12/2011	11/23/2011	11/21/2011	DECEMBER	JANUARY 2012		
24	X	11/26/2011	12/08/2011	12/05/2011				ANNUAL ALLOWANCES
25	Y	12/10/2011	12/22/2011	12/19/2011	JANUARY 2012	FEBRUARY 2012		
26	Z	12/24/2011	01/05/2012	01/03/2012				
01, 2012	A	01/07/2012	01/19/2012	01/17/2012	FEBRUARY 2012	MARCH 2012	LONGEVITY \$1 (MPA)	